



## MEMORANDUM

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**TO:** TOWN COUNCIL  
**FROM:** Department of Engineering  
**SUBJECT:** Department of Engineering Consent Agenda  
**DATE:** October 11, 2016  
**CC:** Marc Orlando, ICMA-CM, Town Manager

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### **CAPITAL IMPROVEMENTS PROGRAM (CIP) & SPECIAL PROJECTS UPDATES**

#### **PATHWAYS**

##### **Goethe/Shults Sidewalks - Phase I: Engineered Design/Easement Phase**

- Regulatory Permits have been approved.
- Working on different proposals for lighting with SCE&G.
- Sent Offer Letter packages to residents for easements on 7/14/16. Approximately twenty-seven (27) easements have been obtained to date.
- **Next Steps:**
  - Continue to follow up with residents to obtain easements through October.
  - Begin condemnation process in November, if required.
  - Working on Construction Documents and bid package.

#### **SEWER & WATER**

##### **1. Buck Island-Simmons ville Sewer & Sidewalks (Phase 3): Construction Phase**

- **Sewer:**
  - All sewer and all but two water services have been connected.
  - Change Order for manhole monitoring devices approved by CDBG and installed by Jordan Construction.
- **Sidewalk:**
  - Project was rebid and bids were received on 9/15/16.
  - Intent to award issued for JRC Specialty
  - Construction to start in October.
  - Reached an agreement with Palmetto Electric to install eight additional lights for the sidewalk between New Mustang and the southerly end of Toy Fields area.
- **Next Steps:**
  - Finalize contract documents with contractor for sidewalk.
  - Finalize contract with Palmetto Electric for lights and schedule work.

## **2. Buck Island-Simmons ville Sewer (Phase 4): Engineered Design Phase**

- Received CDBG approval for Jordan Construction contract.
- Construction began on 9/16/16.
- **Next Steps:**
  - LMI qualification sheets/Landlord letters returned (10 submitted to date)

## **3. Buck Island-Simmons ville Sewer (Phases 5): Engineered Design Phase**

- The engineer has made the changes requested by BJW&SA and resubmitted plans. BJW&SA approved on 10/5/16.
- DHEC/OCRM/SCDOT permit submittals have been made.
- **Next Steps:**
  - Appraisals and Acquisition of Easements.

## **4. Jason Street Sanitary Sewer: Engineered Design Phase**

- Engineer sent plans to DHEC and SCDOT for review on 8/29/16.
- Bids advertised on 9/20/16 and due 10/7/16.
- DHEC/OCRM permit received.
- **Next Steps:**
  - BJWSA committee approval scheduled 10/14/16.
  - Pending approval by BJWSA Board 10/20/16.
  - Issue Notice to Proceed and start construction early November.
  - SCDOT Encroachment Permit (waiting on approval).
  - Finalize DHEC/OCRM permitting.

## **ROADWAY IMPROVEMENTS**

### **1. May River Road Streetscape (Final Phase): Design Phase**

- DHEC/OCRM permit application was approved 9/26/16.
- Preferred Materials is ready to start when we have final approval of the plans.
- Preferred Materials has executed contract and is now being routed for review and approval by Town.
- Have issued an Intent to Award.
- We cannot issue the Notice to Proceed until final approval received from SCDOT.
- Received tentative approval of the Design Exception Report, allowing us to use 11' lanes.
- Josh Tiller provided final landscape plans 9/28/16.
- RFP for Materials Testing and Inspection Services completed on 9/14/16 with two Proposals received. Review and final decision on selection pending.
- Easement status:
  - Signed - 33 of 38
  - Pending - 3 (1 owner, 3 parcels)
  - Issues - 2 (Condemnation - 1 owner, 2 parcels)
- **Next Steps**
  - Finalize Plans.
  - Set up meeting with SCDOT to address lighting situation.
  - Street Lights:

- Decision on lights south side of May River at west end.
- Working with SCE&G on Photometric plan that will meet AASHTO guidelines for submittal to SCDOT.
- Arrange on-site meeting with contractor and utility companies to verify conflicts with drainage inlets and piping.
- Prepare and submit maintenance agreements to SCDOT.
- Finalize donation agreement and related documentation for Marks' property.

## **2. Dr. Mellichamp Drive**

- Conceptual planning work underway with Witmer, Jones, Keefer.
- Engineering Request For Qualifications (RFQu) was advertised the week of 7/25/16 for engineering, surveying and related services. Four firms responded to the RFQu.
- Town staff negotiated contract with Thomas & Hutton and is pending approval.
- Survey work underway and completed by 10/4/16.
- PARD grant application was approved for funding of additional parking improvements at MC Riley Sports Complex (\$89,900.00).
- **Next Steps:**
  - Meet with project stakeholders and Town Council to obtain input on conceptual layout.
  - Complete contract for Engineering services.

## **PUBLIC SAFETY**

### **1. Wildfire Cameras.**

- Contract with Wildfire and Bluffton Electric has been finalized.
- The dock and Garvin House cameras have been energized.
- SCE&G Pole Attachment Agreement was executed by Town and returned to SCE&G for their signature.
- Waiting on equipment and install timing for final schedule. Estimated to begin mid-October.
- Bluffton Electric and SCE&G will start first with Wildfire finishing up behind them.
- **Next Steps:**
  - Scheduling of work.

### **2. License Plate Reader (LPR)**

- Working with BPD on the LPR camera to be located on a pole at the bridge for the New River (county line).
- Street light will be added to allow for color images.
- SCE&G has confirmed we can use the pole we want. SCE&G can provide a secondary power feed and add light.
- Will stay within original budget.
- **Next steps:**
  - Waiting on delivery of equipment (two weeks).
  - Installation.

## **HISTORIC DISTRICT IMPROVEMENTS**

### **Historic District Lighting & Parking Signs**

- **Calhoun Street Signs and Bollards**
- **Next Steps:**
  - SCDOT permit obtained.
  - Negotiate contract with signage fabricator to install parking signs in late October.
  - Ordered 14 additional bollards for Calhoun Street at the May River Road and Bridge Street intersections. Seven bollards in stock and the other seven must be back ordered (60 days to receive shipment).
- **Calhoun Street Infill Lighting**
- **Next Steps:**
  - Install conduit.
- **Bluffton Road Street Lighting**
  - Initial lease agreement has been executed with SCE&G and all new proposed street lights are ordered.
  - SCDOT permit approved for striping.
- **Next Steps:**
  - Obtain SCDOT approval for all lighting.
  - Install conduit.
  - Schedule striping per SCDOT permit.

## **PARK DEVELOPMENT**

### **1. Parks and Recreation Improvements: DuBois Park - Construction Phase**

- Received proposals from The Greenery and Ocean Woods for additional lighting.
- Received four preliminary estimates for a Shade Sail above swings.
- **Next Steps:**
  - Prepare Invitation to Bid and advertise for proposals in early 2017.

### **2. Oyster Factory Park: Construction Phase**

- **Dock**
  - Loaner life jacket sign installed.
- **Next Steps:**
  - Install dock box for loaner life jackets.
- **Parking Lot**
  - Irrigation for future trees completed.
- **Next Steps:**
  - Install shade trees in parking islands; scheduled 10/4/2016
- **Garvin House**
  - Removed existing metal roof panels.
  - Installed plywood roof decking.
  - Installed ice and water shield at main roof and porches.
  - Exterior door and window trim installed.
  - 50% of exterior siding installed.
  - South Carolina Historical Marker application has been submitted.
  - Historical Narrative with CT House Histories in progress.

- **Next Steps:**
  - Deconstruct existing exterior fireplace.
    - Complete exterior siding.
    - Construct doors and windows.
    - Continue to document all construction through the County Channel.

## **TOWN FACILITIES**

### **1. Buckwalter Place Multi-County Commerce Park**

- A public-private partnership agreement was established among the Town of Bluffton, the Bluffton Public Development Corporation, and Southeastern Development Associates (formerly known as Blanchard and Calhoun Commercial) for continued public infrastructure investment supportive of the multi-county commerce park.
- Development permit issued.
- Mass grading began in June 2016.
- **Next Steps:**
  - Building pad.

### **2. Town Hall Redevelopment**

- LS3P / Pearce Scott Architecture are under contract.
- Request for Proposals (RFP) for a Construction Manager (CM) at Risk was advertised on 8/26/16.
- Executed two pre-proposal meetings on 9/12/16 and 9/14/16.
- Toured existing Town Hall with 16 potential builders.
- Started the design process with senior staff and division heads.
- Received five proposal submittals for Construction Manager at Risk on 9/29/16
- **Next Steps:**
  - Staff evaluation and selection of CM at Risk proposals.
  - Continue Design Process with team.
  - Conduct user group meetings.

## **WATERSHED MANAGEMENT**

### **1. Stoney Creek Wetlands Restoration: Data Collection & Analysis Phase**

- Following receipt of the draft water budget including hydrology and hydraulics reports on 4/1/16, data collection in support of developing design alternatives was extended due to above average rainfall over the winter.
- Data collection continued for approximately two months into the “dry” season to measure the effects on the water table. This activity is in support of developing preliminary conceptual designs for property owner review/negotiations.
- Final Summary Memo including conceptual design options was received July 2016, staff provided review, final documents anticipated first week of October.
- Conceptual designs have been forwarded to the property owners for review.
- **Next Steps:**
  - Staff is coordinating with the property owners to review the conceptual designs. Date for meeting has not yet been set.

## **2. 319 Grant Phase 2 (Pine Ridge): Construction Phase**

- Staff submitted a 319 Grant amendment request to extend the grant deadline to 1/30/17 and reallocate unspent funds. The remaining 319 Grant Phase 2 funds will be reallocated to purchase engineered bacteria removal media filter socks to be installed in the wetland ditch downstream from the New Riverside Pond to maintain bacteria removal efficiency, and to install littoral shelf plantings within ponds in the Pine Ridge Community.
- The grant amendment was approved by SCDHEC and the amended contract has been executed.
- Contractor will complete final inspection punch list items by the first week of October.
- **Next Steps:**
  - Purchase and install engineered bacteria removal filter socks.
  - Design and install littoral shelf plantings as needed.

## **3. 319 Grant Phase 3 (May River Preserve Pond)**

- SCDHEC notified staff that the EPA has approved the grant application and the grant of \$231,350 has been awarded.
- Grant package is under review by EPA prior to forwarding to SCDHEC and the Town for execution.
- After receiving property access approval, pre-project water quality and flow monitoring has commenced.
- **Next Steps:**
  - Execute grant contract with SCDHEC.
  - Obtain easement for construction and maintenance from property owner.

## **4. Stormwater Utility Management Plan Update**

- Beaufort County is the managing partner for this county-wide stormwater master plan update by Applied Technology & Management.
- A series of public meetings were held across the County to gather input for the Management Plan Update. The Bluffton meeting was held on 6/22/16.
- Following public input, staff is investigating with ATM if the May River Watershed Action Plan water quality model can be completed as part of the Management Plan Update. Contractor was to provide alternatives and cost-estimates to complete the Water Quality Model in August, but requested more data.
- Staff provided updated Best Management Practice locations throughout the watershed to the contractor to develop alternatives and cost estimates. Rough scope and budget estimates are anticipated the first week of October.
- **Next Steps:**
  - Staff will receive scope and budget estimates to complete the May River Watershed Water Quality Model from ATM and assess budget.
  - Staff will continue to participate in the county-wide effort to update the Beaufort County Stormwater Management Plan as needed.

## **DIVISION/STAFF UPDATES**

### **Project Management**

- Pat Rooney obtained Certified Erosion Prevention and Sediment Control Inspector (CEPSCI) certification.

### **Watershed Management**

- In support of the Development Review process staff performed:
  - 14 Development Plan Reviews
  - 4 Development Surety Reviews
  - 6 Certificate of Construction Compliance Inspections
  - 4 Pre-Construction Meetings
  - 4 Pre-Clearing Inspections
  - 1 Post-Construction BMP
- **August Data Collection –**
  - Collected data from four monitoring stations at Stoney Crest Property.
  - Collected data from two monitoring stations at Pine Ridge.
  - Four in-stream flow/velocity measurements collected at our sampling locations in the headwaters of the May River.
- Watershed Management staff participated in the Stormwater Utility Board, Stormwater Implementation Committee, and MS4 and Water Quality Monitoring sub-committee meetings. These meetings allow the three MS4 permit holders/jurisdictions to partner on permit requirements including education and outreach and water quality monitoring.
- May River Watershed Management Plan Advisory Committee met 9/22/16.
- Watershed Management Division organized the Beach Sweep/River Sweep on 9/17/16.
- Kim Jones, Beth Lewis, Andrea Berry and Matthew Carey passed their Clemson University Post-Construction BMP Inspector course and will receive certifications. They join Bill Baugher and Sam Connor as Post-Construction BMP Inspectors.
- Lewis and Berry provided a presentation to the Marsh Association, an organization of POA Managers, regarding local stormwater and Low Impact Design (LID) opportunities for our local communities.
- Watershed Management staff presented and held a Q&A with residents of The Haven community with regards to the HOA's Stormwater Detention Ponds.
- Watershed Management staff attended the South Carolina Department of Natural Resources Communicating Climate Change Class on 9/7/16.
- Watershed Management staff attended Town Finance training on grant procedures and project management procurement protocols.

### **Public Works**

- **Ditch/Drainage Maintenance –**
  - Performed weekly, street sweeping on Calhoun Street, Highway 46, Simmonsville Road, and Buck Island Road curbs and medians.
  - Performed routine maintenance on ditches and drainage features throughout the jurisdictional limits of the Town.
- On-going routine mowing of roadside ditches, main waterway ditch banks, Palmetto Bluff Pond and New River Trail.

- Performed inspection on the following ditches:
  - Brown's property ditch
  - Palmetto Bluff Pond
  - Arrow ditch (2,569 LF)
  - Red Cedar ditch (966 LF)
  - Buck Island Roadside ditch (15,926 LF)
  - Simmonsville Roadside ditch (13,792 LF)
- Removed approximately 15,000 lbs of storm debris from tropical storm Hermine.
- **Beautification Program –**
  - Eagles Field
    - Mow and rake the field
    - New fence has been installed
    - Playground is now open
  - Ongoing trash cleanup throughout Old Town
    - May River Road
    - Burnt Church Road
    - Highway 46
    - Simmonsville Road
    - Buck Island Road
  - Ongoing routine landscape maintenance
    - Town Hall new pine straw has been spread around the building.
    - DuBois Park new sod has been placed in thin areas.
    - Calhoun Dock
    - 1261 May River Road
    - 1264 May River Road
    - Oyster Factory Park new landscaping has been installed.
    - Law Enforcement Center
    - Buckwalter Park new pine straw has been installed.
    - Eagles Field
    - Rotary Community Center
    - Public Works Facility
    - Pritchard Park
    - Corner Park on Bruin Road and Pritchard Street, replaced crosswalk
- **September Town Trash & Recycling Program**
  - Total phone calls - 138
  - New services - 51
  - Trash pickups missed - 6
  - Recycle pickups missed - 3
  - Broken carts - 23
  - Missing carts and bins replaced - 7
  - Miscellaneous calls - 48
  - Total Town of Bluffton residences served – 7,030
  - Staff continues communications with Waste Management reviewing level of services and current monthly services.
  - August Work Requests Completed - 24



**Attachments:**

1. May River Watershed Action Plan Update\*
2. SCDHEC Shellfish Harvesting Monitoring Data
3. Fecal Coliform Concentrations Trend Map
4. Erosion and Sediment Control Inspections
5. Illicit Discharge Investigations
6. Drainage Concerns
7. Septic System Maintenance Assistance
8. Citizen Request for Stormwater Services Heat Map
9. Headwater Infrastructure Capture Map
10. May River Watershed Action Plan Advisory Committee Agenda

\* Attachment noted above includes the latest updates in ***bold*** and ***italic*** font.